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**Subject: Breastfeeding Advisory Committee**

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Effective Date: March 1, 2019

**Policy:** The purpose of the Breastfeeding Advisory Committee (BAC) is to provide the State Agency (SA) with Local Agency (LA) and client input and recommendations on various WIC breastfeeding promotion and support topics. Committee members include the SA Breastfeeding Coordinator and seven representatives of Local WIC Agencies (LA). The committee has a conference call or meeting quarterly. In addition, WIC Advisory Committee (WAC), Nutrition Education Committee (NEC) and other SA staff members may be invited and participate, as needed. Agenda items are solicited and published in advance of BAC meetings. Meeting minutes will be distributed to LAs.

**Procedure:**

1. Solicit members from LAs to serve on the BAC.
  - a. BAC members are selected by the SA Breastfeeding Coordinator with input from the SA nutrition staff. The SA will, at minimum, consider regional representation, WIC role representation and level of experience in this process.
  - b. Members serve for two years, corresponding to the calendar year.
    - Four members will be selected to begin their term on odd years.
    - Three members will be selected to begin their term on even years.
  - b. Meetings will generally be held by distance methods, such as conference calls. If a face-to-face meeting ever occurs, salary and travel expenses for BAC members will be reimbursed using the LA's regular WIC allocation via the affidavit. Travel costs can include mileage, lodging, meals and other related expenses.
  - c. Costs for time spent at meetings, on conference calls, or in assigned committee work will be paid through the regular LA WIC allocation, via the affidavit.
  - d. Members attend all meetings or may get an alternate if the member is unavailable.
  - e. Members represent WIC LAs in all issues before the committee.
  - f. Members of BAC shall include a LA representative or an alternate from each of the following regions. The following listing identifies each LA within the BAC regions.
    - **Kansas City Metro:** Johnson, Leavenworth, Wyandotte
    - **Northeast Region:** Anderson (and sub-agencies), Chase, Doniphan, Douglas, Franklin, Geary, Jefferson, Linn, Lyon, Marshall, Miami, Nemaha, Northeast Kansas Multi-County (and sub-agencies), Riley, Shawnee (and sub-agencies)
    - **North Central & Northwest Regions:** Cloud (and sub-agencies), Dickinson, Gove, Graham, Lincoln (and sub-agencies), Ness, Norton, Osborne (and sub-agencies), Rush, Russell, Saline, Sheridan, Sherman, Trego
    - **South Central Region:** Barton, Cowley, Southcentral Kansas Coalition for Public Health (and sub-agencies), Marion (and sub-agencies), Pawnee, Reno (and sub-agencies), Rice, Stafford

- **Southeast Region:** Chautauqua, Cherokee, Crawford, Elk, Greenwood, Neosho, Wilson
- **Southwest Region:** Finney, Ford, Grant, Greeley, Haskell, Lane, Meade (and sub-agencies), Scott, Seward, Stanton, Stevens, Wichita
- **Wichita Metro:** Butler, Harvey, Sedgwick, Sumner

2. SA schedules quarterly BAC meetings.

- a. Meetings will generally be by conference call. If a meeting is to be held in person, members will be notified well in advance.
- b. The SA Breastfeeding Coordinator will solicit agenda items prior to meetings.
- c. The SA Breastfeeding Coordinator takes the committee's suggestions into consideration and sets deadlines and assigns tasks as time and budget allows.

3. BAC member responsibilities include:

- a. Provide input and make recommendations to the SA regarding breastfeeding promotion and support topics, including but not limited to: breast pumps, education materials, training, continuing education and breastfeeding-related policies and procedures.
- b. Attend all quarterly meetings or arrange for an alternate to attend either in person or by telephone.
- c. Act as facilitator for assigned BAC meetings. This includes working with the SA to review the agenda, prioritize and set time limits for each agenda item and preside over the meeting.
- d. Review BAC minutes before distribution to LAs.
- e. The goal of client involvement within BAC is to ensure that clients have a voice in the WIC program. BAC Regional Representatives are encouraged to solicit comments from clients within their service area when issues warrant a more broad-based input to WIC Breastfeeding Support. Concerns from clients also may be brought to BAC for consideration at meetings.
- f. Members are expected to complete tasks, review documents and provide input between meetings, as needed.